

SPECIAL INSPECTION AND TESTING AGREEMENT

CITY OF BELMONT

To permit applicants of projects requiring special inspection and/or testing per Chapter 17, Section 1704 of the California Building Code.

Project Address: _____ Permit Application No _____

BEFORE A PERMIT CAN BE ISSUED: *The owner, or the engineer of record acting as the owner's agent, shall complete this agreement and the attached structural tests and inspections schedule including the required acknowledgments. A preconstruction conference with the parties involved may be required to review the special inspection requirements and procedures.*

APPROVAL OF SPECIAL INSPECTORS: *Each special inspector shall be approved by the Building Division prior to performing any duties. Each special inspector shall submit his/her qualifications to the Building Division and is subject to a personal interview for prequalification. Special inspectors shall display approved identification, as stipulated by the Building Division, when performing the function of a special inspector.*

Special inspection and testing shall meet the minimum requirements of Chapter 17 of the California Building Code, Section 1704. The following conditions are also applicable:

A. Duties and Responsibilities of the Special Inspector

1. Observe Work

The special inspector shall observe the work for conformance with the Building Division approved (stamped) design drawings and specifications and applicable workmanship provisions of the C.B.C. Architect/engineer-reviewed shop drawings and/or placing drawings may be used only as an aid to inspection.

Special inspections are to be performed on a continuous basis, meaning that the special inspector is on site in the general area at all times observing the work requiring special inspection. Periodic inspections, if any, must have prior approval by the Building Division based on a separate written plan reviewed and approved by the Building Division and the project engineer or architect.

2. Report Nonconforming Items

The special inspector shall bring nonconforming items to the immediate attention of the contractor and note all such items in the daily report. If any item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall immediately notify the Building Division by telephone or in person, notify the engineer or architect, and post a discrepancy notice.

3. Furnish Daily Reports

On request, each special inspector shall complete and sign both the special inspection record and the daily report form for each day's inspections to remain at the jobsite with the contractor for review by the Building Division's inspector.

4. Furnish Weekly Reports

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building Division, project engineer or architect, and others as designated. These reports must include the following:

- a. Description of daily inspections and tests made with applicable locations;*
- b. Listing of all nonconforming items;*
- c. Reports on how nonconforming items were resolved or unresolved, as applicable; and*
- d. Itemized changes authorized by the architect, engineer and Building Division if not included in nonconformance items.*

5. Furnish Final Report

The special inspector or inspection agency shall submit a final signed report to the Building Division stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of his/her knowledge, in conformance with the approved design drawings, specifications, approved change orders and the applicable workmanship provisions of the C.B.C.

Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report.

B. Contractor Responsibilities

1. Notify the Special Inspector

The contractor is responsible for notifying the special inspector or agency regarding individual inspections for items listed on the attached schedule and as noted on the Building Division approved plan. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

2. Provide Access to Approved Plans

The contractor is responsible for providing the special inspector access to approved plans at the jobsite.

3. Retain Special Inspection Records

The contractor is also responsible for retaining at the jobsite all special inspection records submitted by the special inspector and providing these records for review by the Building Division's inspector upon request and prior to final inspection.

C. Building Division Responsibilities

1. Approve Special Inspection

The Building Division shall approve all special inspectors and special inspection requirements.

2. Monitor Special Inspection

Work requiring special inspection and the performance of special inspectors shall be monitored by the Building Division's inspector. His/her approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.

3. Issue Certificate of Occupancy

The Building Division may issue a Certificate of Occupancy after all special inspection reports and the final report have been submitted and accepted.

ACKNOWLEDGEMENTS

I have read and agree to comply with the terms and conditions of this agreement

Owner:

(Please Print Name) Signature _____ Date: _____

Contractor:

(Please Print Name) Signature _____ Date: _____

Special Inspector or Inspection Agency:

(Please Print Name) Signature _____ Date: _____

Project Engineer/Architect:

(Please Print Name) Signature _____ Date: _____

ACCEPTED FOR THE BUILDING DIVISION

By: _____ Date: _____

SPECIAL INSPECTION AND TESTING SCHEDULE

PROJECT ADDRESS _____

BUILDING PERMIT NO. _____

TESTING/INSPECTION AGENCY or SPECIAL INSPECTOR

REINFORCED CONCRETE, GUNITE, GROUT AND MORTAR

Concrete	Guniting	Grout	Mortar	
				Aggregate Tests
				Reinforcing Tests
				Mix Designs
				Reinforcing Placement
				Batch Plant inspection
				Inspect Placing
				Cast Samples
				Pick-up Samples
				Compression Tests

CAST INPLACE/PRECAST/PRESTRESSED CONCRETE

Piers/ Piles	Post- Tens	Pre-Tens	Cladding	
				Aggregate Tests
				Reinforcing Tests
				Tendon Tests
				Mix Designs
				Reinforcing Placement
				Insert Placement
				Concrete Batching
				Concrete Placement
				Installation Inspection

MASONRY:

	Special Inspection Stresses used
	Preliminary Acceptance Tests (Masonry Units, Wall Prisms)
	Subsequent Tests (Mortar, Grout, Field Wall Prisms)
	Placement Inspection of Units

ADDITIONAL INSTRUCTIONS OR OTHER TESTS

AND INSPECTIONS: _____

STRUCTURAL STEEL/WELDING:

	Sample and Test (list specific members below)
	Shop Material Identification
	Welding Inspection <input type="checkbox"/> Shop <input type="checkbox"/> Field
	Ultrasonic inspection <input type="checkbox"/> Shop <input type="checkbox"/> Field
	High-strength Bolting Inspection <input type="checkbox"/> Shop <input type="checkbox"/> Field
	<input type="checkbox"/> A325 <input type="checkbox"/> A490 <input type="checkbox"/> N <input type="checkbox"/> X <input type="checkbox"/> F
	Metal Deck Welding Inspection
	Concrete insert Welding Inspection
	Epoxy Embedments

FIREPROOFING:

	Placement Inspection
	Density Tests
	Thickness Tests
	Inspect Batching

INSULATING CONCRETE:

	Sample and Test
	Placement Inspection
	Unit Weights

FILL MATERIAL:

	Acceptance Tests
	Placement inspection
	Field Density

STRUCTURAL WOOD:

	Shear Wall Nailing Inspection
	Inspection of Glu-lam Fab.
	Inspection of Tress Joist Fab
	Sample and Test Components

Form Completed By _____ Title _____ Phone _____ Date _____